

WOODROW WILSON REHABILITATION CENTER POLICIES AND PROCEDURES	
Title: SMOKING POLICY	
Policy Number: 10.04	
Effective Date: 1/1/2008	Page 1 of 2
Lead Department: SAFETY AND RISK MANAGEMENT	

OBJECTIVE

To provide a safe, healthy, and pleasant learning, living and working environment for students and employees and comply with Executive Order 41 (2006) and related guidance.

POLICY

Smoking is not permitted in WWRC buildings and in State owned vehicles/equipment. Additionally smoking is not permitted on the grounds with the exception of designated smoking areas located throughout the campus. The attached map reflects smoking areas as of February 16, 2011. Each designated area will have a receptacle for disposal of cigarette butts and other trash materials.

PROCEDURE

Smoking is defined as the lighting or burning of any pipe, cigar, cigarette or other tobacco product. Smoking is confined to the designated smoking areas. Violations of this policy by staff and students may be dealt with through the appropriate processes.

Individuals who smoke are expected to be considerate and courteous of other individuals in the WWRC community and are expected to leave the smoking locations free of cigarette butts and other trash materials. All students, staff and visitors share the responsibility of keeping the campus clean, attractive and litter free.

This policy also applies to employees of private contractors who are performing activities on Center property. When necessary, specific smoking areas will be designated for these individuals. The Capital Outlay Manager is responsible for providing contractor personnel a copy of this policy for communication to their employees.

Revised 2/11